

# POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION		
1. NEW <input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/> NHQASCTOPF13	3. REPLACES PD NUMBER

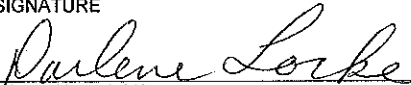
RECOMMENDED			
4. TITLE <b>ASSISTANT STATE CONSERVATIONIST FOR FIELD OPERATIONS</b>		5. PAY PLAN <b>GS</b>	6. SERIES <b>457</b>
		7. GRADE <b>13</b>	
8. WORKING TITLE (Optional) <b>ASSISTANT STATE CONSERVATIONIST FOR FIELD OPERATIONS</b>		9. INCUMBENT (Optional)	

OFFICIAL						
10. TITLE <b>SUPERVISORY SOIL CONSERVATIONIST</b>						
11. PP <b>GS</b>	12. SERIES <b>457</b>	13. FUNC <b>51</b>	14. GRADE <b>13</b>	15. DATE Month Day Year		16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No
						17. CLASSIFIER

8. ORGANIZATIONAL STRUCTURE (Agency/Bureau)			
1st	<b>United States Department of Agriculture</b>		5th
2nd	<b>Natural Resources Conservation Service</b>		6th
3rd	<b>State Conservationist</b>		7th
4th			8th

SUPERVISOR'S CERTIFICATION			
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.			
19. SUPERVISOR'S SIGNATURE		20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE
21. SUPERVISOR'S NAME AND TITLE		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Program Scope and Effect	<b>FL 1-3</b>	<b>550</b>	6. Other Conditions	<b>FL 6-4</b>	<b>1120</b>
2. Organizational Setting	<b>FL 2-2</b>	<b>250</b>			
3. Spvry. & Managerial Auth.	<b>FL 3-2</b>	<b>450</b>			
4. Personal Contacts A Nature of Contacts B	<b>FL 4A-3,4B-3</b>	<b>175</b>			
5. Difficulty of Work Directed	<b>FL 5-7</b>	<b>930</b>	27. TOTAL POINTS ←		<b>3475</b>
28. GRADE ←					<b>13</b>

CLASSIFICATION CERTIFICATION	
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.	
29. SIGNATURE 	30. DATE <b>05/23/2008</b>
31. NAME AND TITLE <b>Darlene Locke, Human Resources Specialist, HRMD-Employment and Classification Team</b>	
32. REMARKS:	33. OPM CERTIFICATION NUMBER

**Standards Used - JFS PROFESSIONAL & ADMIN WORK ACCOUNTING & BUDGET GROUP, DATED DEC 2000 and OPM GENERAL SCHEDULE SUPERVISORY GUIDE, TS-123, APR 98**  
**FLSA - Exempt**

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1)	2. DEPT CD. /AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)

## B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SERIES (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5)	5. OFFICIAL TITLE (38)		
6. HQ. FLD. CD. (1)	7. SUP. CD. (1)		8. CLASS STD. CD. (1)		9. INTERDIS. CD. (1)	10. DT CLASS (6)
1 = HQ 2 = FLD	1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		X = New Standard Applied Blank = NA		N = No Y = Interdis	MO   DAY   YEAR
11. EARLY RET. CD. (1)		12. INACT/ACT (1)	13. DT. ABOL. (6)		14. DT. INACT/REACT (6)	
1 = Primary 2 = Secondary		1 = Inactive A = Active	MO   DAY   YEAR		MO   DAY   YEAR	
15. AGENCY USE (10)		16. INTERDISCIPLINARY SERIES (40)				
		(4) Per Block				
17. INTERDISCIPLINARY TITLE CODE (50)		(5) Per Block				

## C. INDIVIDUAL POSITION

1. FLSA CD. (1)		2. FIN. DIS. REQ. (1)		3. POS. SCHED. (1)			4. POS. SENS. (1)			5. COMP. LEV. (4)			
E = Exempt N = Nonexempt		0 = None 1 = CD 219 2 = CD 220 3 = SF 278 4 = AD 392 5 = SF 849		A = Sched A B = Sched B C = Sched C 0 = Excepted but not A,B,C			0 = Nonsensitive 1 = Noncritical 2 = Critical Sense						
6. WK. TITLE CODE (4)				7. WK. TITLE (38)									
8. ORG. STR. CODE (18)								9. VAC REV CODE (1)					
1st	2nd	3rd	4th	5th	6th	7th	8th	0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and/or series E = New Position/New FTE					
10. TARGET GD.	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST.		
		Blank = NA Y = Yes	State (2)   City (4)   County (3)				MO   DAY   YEAR		Blank=NA 1 = PAS		MO   DAY   YEAR		
18. GD. BASIS. IND (1)				7 = Equipment Devel. Guide				19. DT.REQ. REC. (6)		20. NTE. DT. (6)		21. POS.ST. BUD (1)	
1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG 4 = Sup./Program 5 = RGEG 6 = Policy Analysis G E G 7 = Agency Use 8 = Agency Use ALPHAS = Agency Use								MO   DAY   YEAR		MO   DAY   YEAR		Y = Perm N = Other	
22. MAIN. REV./CLASS.ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)													
Normal Act				Maintenance Review Act				Results					
1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.				5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.				1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other					
23. DATE EMP. ASGN. (6)			24. DATE ABOL. (6)			25. INACT/ACT(1)		26. DATE INACT/REACT (6)		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)	
MO   DAY   YEAR			MO   DAY   YEAR			I = Inact. A = Act.		MO   DAY   YEAR					
30. CLASSIFIER'S SIGNATURE												31. DATE	
32. REMARKS													

## **STANDARD POSITION DESCRIPTION**

**Official Title:** Supervisory Soil Conservationist

**Working Title:** Assistant State Conservationist for Field Operations

**Classification:** GS-457-13

**Classified By:** NHQ-HRMD

**Number:** NHQASTCOPF13

**Date:** 05/20/08

**Location:** State Staff

**Note:** This is a standard position description and can not be modified without the approval from the Human Resources Management Division, Employment & Classification Team, Natural Resources Conservation Service (NRCS), in Washington D.C.

### **INTRODUCTION**

This position is located on the staff of the State Conservationist leadership staff. The incumbent serves as Assistant State Conservationist for Field Operations, providing supervision, guidance, and assistance to all field offices and/or designated managerial units in the designated state. The incumbent supervises the district conservationists at the field office level and/or managerial unit, and serves as coach and advisor to the area support staff, coordinating a well balanced resource conservation program. The position is supervised by the State Conservationist.

### **MAJOR DUTIES**

#### **1. Resources Conservation Leadership (50%)**

a. Utilizes quality improvement processes, field office and/or managerial unit appraisals, field inspections, reports, and results obtained by subordinates to develop, analyze, and implement improvements to field office and/or managerial unit operations, improving the quantity, quality, consistency and effectiveness of conservation work in the state. Provides regular and comprehensive reports of progress to the supervisor.

b. Coordinates team activities in the state, utilizing state operating criteria, to achieve a coordinated program of resource planning and implementation; watershed and flood prevention planning; design of water conveyance and control structures; non point source of water pollution; resource inventory and monitoring activities. Also coordinates the resources necessary to accomplish the NRCS objectives and responsibilities assigned by USDA programs. Makes independent decisions to ensure compliance.

c. Coordinates the development of complex, and often controversial, resource management plans. Identifies present and future problems, considers divergent opinions, assesses environmental impacts, which include nutrients found in irrigation runoff, presents alternatives, and evaluates the effects of changing land use on water quality. Follows up on the application of resource management systems by making periodic field office contacts and field checks. Evaluates appraisals made by others.

d. Effectively integrates and manages NRCS resources on the local level, among the teams. Resources include budgets, schedules of assistance, equipment, and allocation and utilization of personnel and equipment to administer the conservation programs. Regularly consults with the supervisor concerning resource allocation.

e. Seeks opportunities for, and evaluates the impacts of radical systems changes on the organization and its partnership. Recommends strategies to implement soil, water, and related resource management alternatives to various sponsors and public agencies. Strategies developed incorporate customer needs, and measure customer satisfaction. Develops informational programs with district conservationists and conservation district supervisors to further the public's understanding of the conservation program and accelerate the application of conservation practices.

## **2. Communications and Networking (25%)**

a. Ensures that informational activities are appropriately integrated into business plans. Guides the resource teams in the development and maintenance of effective working relationships with federal, state, and local agencies, groups, and individuals to improve the conservation partnership. Communicates agency commitment and the importance of the quality improvement process to employees and partners.

b. Coordinates special studies requested by NRCS and other federal, state, and local conservation officials. Participates in the establishment of study objectives, such as the need for analysis of alternative resource management systems appropriate to entire hydrologic units.

c. Provides advice to conservation organizations that are interested in preparing resource conservation and development plans with integrated measures and financial and program requirements. Coordinates inter and intra agency activities needed to accomplish project goals.

## **3. Supervision (25%)**

a. Provides supervision to staff of GS-12 specialists (Soil Scientists, Soil Conservationists). This includes providing overall leadership of program activities, making work assignments, evaluating performance, interviewing candidates and making selections, determines training needs. Hears and resolves serious employee complaints and grievances; reviews serious disciplinary cases and disciplinary problems involving key staff; gives advice, counsel, or instructions to employees on technical and administrative issues.

b. Provides guidance to district conservationists when working with local resource conservation organizations, in planning and designing project measures, securing required land treatment and land rights, programming engineering services for

construction contracts, and carrying out operation and maintenance activities to meet requirements of the agency and local organizations.

c. Provides guidance to district conservationists when working with local resource conservation organizations, in planning and designing project measures, securing required land treatment and land rights, programming engineering services for construction contracts, and carrying out operation and maintenance activities to meet requirements of the agency and local organizations.

d. Manages available staff resources by preparing long and short range schedules for staff activities, preparing and monitoring budgets and funding requests, organizing work, and controlling work products so that the resulting plans are in conformance with existing laws, rules and regulations, guidelines, and policy.

#### **4. Equal Employment Opportunity and Civil Rights**

a. Provides leadership and guidance for the understanding and application of personnel rules and regulations as they apply to the Equal Employment Opportunity and Affirmative Employment Programs to ensure their integration into recruitment, hiring, promotion, training, career development (including varied work assignments, details, and special developmental assignments), separations, grievances and other personnel actions. Emphasizes meeting the objectives of equal opportunity and affirmative employment plans and requirements. Ensures that these functions are carried out without regard to race, color, national origin, religion, sex, age or physical or mental handicap.

b. Provides leadership and guidance in the design, development, and maintenance of administrative procedures to assure that delivery of NRCS programs and services are carried out without regard to race, color, national origin, religion, sex, age, or handicap. Reviews the implementation of civil rights policies to determine that they are translated into appropriate actions consistent with annual plans of operation in all units under their supervision, as well as by recipients.

**Performs other duties as assigned.**

**CONDITION OF EMPLOYMENT** - Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated to perform the duties of this position. This will require the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark.

**COMP LEVEL** -- (Designated by State)

## **EVALUATION FACTORS**

### **1. PROGRAM SCOPE AND EFFECT - LEVEL 1-3 (550 POINTS)**

The incumbent directs a program segment that performs professional work which encompasses the entire state. Staff is responsible for the technical and program support phase for this area of responsibility. The services accomplished directly and significantly impact a wide range of agency activities such as but not limited to (conservation operations, soil survey, watershed operations, water quality and resource conservation and development, etc.) Also, the services provide affect relationships with individuals, groups, government bodies and agencies, and the general public.

### **2. ORGANIZATIONAL SETTING – LEVEL 2-2 (250 POINTS)**

The position is accountable to the State Conservationist, which is one reporting level below the Senior Executive Level (SES).

### **3. SUPERVISORY AUTHORITY EXERCISED - LEVEL 3-2C (450 POINTS)**

The incumbent performs such supervisory and managerial functions as: planning and scheduling work to be accomplished; developing performance plans through consultation with employees; evaluating work performance; initiating personnel actions, recommending appointment, promotion and reassignments; hearing and resolving complaints and grievances; effecting minor disciplinary actions; determining training needs and providing training and developmental activities; and counseling and instructing employees on technical and administrative matters. Identifies opportunities and forwards recommendations to reduce field level workload, as appropriate.

### **4. PERSONAL CONTACTS AND PURPOSE – LEVEL 4A3 AND 4B3 (175 POINTS)**

a. Personal Contacts (4A3-75 Points) - Personal contacts are with a wide variety and large number of individuals and groups including landowners, other land users, congressional staffs, district boards and staff; representatives from local, state and federal agencies; headquarters, regional and state office staffs; contractors; educators; and media representatives. Contacts may be by telephone, in meetings or conferences, by radio, or television, etc.

b. Purpose of Contacts (4B3 100 points) - The purpose of contacts is to obtain, commit, preserve, enhance, and manage fiscal and natural resources in order to comply with environmental policies, regulations, and laws in the designated area. Problems often are controversial and complex. Factual exchange of information, problem solving and training will be the main purposes. Goal is to communicate agency goals, plan and coordinate work efforts, and resolve differences among various groups and individuals. Contact may be on one-to-one basis, committee setting and large groups.

## **5. DIFFICULTY OF WORK DIRECTED – LEVEL 5-7 (930 POINTS)**

This position serves as the first line supervisor of approximately 10-20 professional, technical and administrative positions. The base level of work which best characterizes the nature of the basic non-supervisory work is GS-1 2. This constitutes 25 percent or more of the workload of the staff.

## **6. OTHER CONDITIONS – LEVEL 6-4 (1120 POINTS)**

This position has responsibility for technical supervision for the field staff in the state. This requires significant and extensive coordination of programs involving work comparable in difficulty to the GS-12 Level; ensuring compatibility and consistency of interpretation, judgment, logic, and application of policy throughout the state; identifying and integrating internal and external program issues affecting field office operations in the state; recommending resources to devote to particular projects; and evaluating and improving processes and procedures to monitor the effectiveness and productivity of the field program.

**TOTAL POINTS=3425 ( Range 3155-3600)**

**This position is determined to be exempt from the provisions in the FLSA as defined in 5 CFR 551.204.**